

# **DUTY STATEMENT**

## **DEPARTMENT OF STATE HOSPITALS – PATTON**

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| <b>JOB CLASSIFICATION: AUTOMOTIVE EQUIPMENT OPERATOR II</b> |
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### **1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

Responsible for affording strong administrative support to the Motor Pool Manager in the daily operation of the Motor Pool Department; provides leadership and direction to lower level staff in providing essential support to the daily operations of the hospital involving administrative and patient services; manages the daily operation of the hospital's fleet vehicles; and performs other duties as assigned.

- 50%
  - Directs the Automotive Equipment Operator I's (AEOI's) and Laborer regarding their daily assignments, which includes the pick-up and delivery of food, laundry, warehouse supplies, patient packages, State property and equipment; bus transportations; the set-ups and take-downs of hospital events; and other related services.
  - Processes all requests for State vehicles utilized for State business.
  - Responds to telephone and e-mail inquiries pertaining to the Motor Pool Department.
- 30%
  - Ensures Motor Pool fleet vehicles and Administrative support vehicles are operational for daily use by maintaining the fuel, washing and vacuuming, and inspecting and reporting any mechanical repairs needed.
  - Responsible for maintaining the operational use of all fire extinguishers and other safety equipment located in the Motor Pool Department.
  - Manages all mandatory, job specific, and safety training to lower level staff.
  - Operates passenger vehicles, trucks, forklifts, and other automotive equipment.
- 20%
  - Provides operational relief behind AEOI Driver when needed.
  - Communicates effectively with hospital staff, upper management, and the public.
  - Analyzes situations and complex problems and makes appropriate decisions.
  - Maintains good organizational skills.

### **2. SUPERVISION RECEIVED**

Under the direction of the Automotive Pool Manager I.

### **3. SUPERVISION EXERCISED**

Lead over 13 AEO I's and 1 Laborer

### **4. KNOWLEDGE AND ABILITIES**

Knowledge of:

The daily organization and operation of a Motor Pool department; preventive maintenance procedures of automotive equipment; safety principles and practices, California Vehicle Code pertaining to the operation of vehicles, the hospital grounds, safety hazards, traffic regulations, and security regulations.

Ability to:

Perform simple clerical duties; operate passenger vehicles, trucks, forklifts, and other automotive equipment; demonstrate good mechanical ability; work independently; communicate effectively with co-workers and other hospital staff; lead and direct the work of others; and analyze situations accurately and take effective action.

**5. REQUIRED COMPETENCIES**

Infection Control

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

Sexual Harassment

Awareness of issues to be avoided to provide a good working environment.

Fire, Life, And Safety

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

SIR

Complete documentation as required for special incidents

Therapeutic Strategic Intervention (TSI)

Applies and demonstrates knowledge of correct methods in TSI.

Cultural Awareness

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

Site Specific Competencies

Demonstrate ability to operate vehicles such as, trash, boom, bus, laundry, warehouse, food, property trucks and forklifts; follow posted speed limits ensuring extra caution is used in patient traffic; and complete Defensive Driving course every 4 years.

Technical Proficiency

computer skills to complete and process memos; e-mails, etc.; practice effective customer service and teamwork; and complete and pass annual instruction training on Safety and Operating of Refuse Packer (trash truck).

**6. LICENSE OR CERTIFICATION**

Possession of a valid California Driver License, Class B; and a Passenger Endorsement for any bus designed to carry more than 15 passengers; a single vehicle with three or more axles including those with air brakes; and any vehicle towing another vehicle weighing less than 6,000 pounds gross.

A medical exam is required by a certified healthcare professional and must be updated every two years, per vehicle code 12804.9.

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### 7. TRAINING

The employee is required to keep current with the completion of all required training.

### 8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and able to safely perform their essential job functions.

Employee is required to:

- Report to work on time and follow procedures for reporting absences.
- Maintain a professional appearance.
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients and the public.
- Comply with hospital policies and procedures.

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Employee Signature

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Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewing Supervisor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date